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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Coordination with FBI re CI Concerns Involving  
Agency Employees

FROM:

Director of Security

EXTENSION

NO.

OS 6 0951

DATE

21 AUG 1986

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. ADDA  
7D-24, Hqs.

28 AUG 1986

29 AUG 1986

A

Recommend you sign and forward to  
Acting DCI.

2. DDA

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~~SECRET~~**ROUTING AND RECORD SHEET****SUBJECT:** (Optional)**FROM:**

Director of Security

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**DATE****TO:** (Of building)**DATE****RECEIVED****FORWARDED****OFFICER'S INITIALS****COMMENTS** (Number each comment to show from whom to whom. Draw a line across column after each comment.)1. DDA  
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Regraded Unclassified when separated  
from Classified Attachment(s)~~SECRET~~

20 AUG 1986

MEMORANDUM FOR: Acting Director of Central Intelligence

FROM: William F. Donnelly  
Deputy Director for Administration

SUBJECT: Coordination with FBI re CI Concerns  
Involving Agency Employees

REFERENCE: ER 86-3540, same subject, from DCI, dtd  
5 August 1986

1. In order to carry out your directions in the referenced memorandum the following method will be employed to ensure a cohesive and unified Agency position.

2. With the development of security or counterintelligence concern over an Agency employee, the Director of Security will call an immediate meeting of his Security Advisory Group. Membership in this group includes, at a minimum, the Director of Security, the Chief, Counterintelligence Staff, the Director of Personnel, the Director of Medical Services, the affected Office Director or Division Chief, and a representative of the Office of General Counsel. This body will deliberate and either develop a collegially agreed upon position or a plan of attack which will also note dissenting views and the reasons therefore.

3. The above results will then be presented to the Deputy Director for Administration and the affected Deputy Director, if the person is from outside the DDA, or Head of Independent Office. Upon this coordination, the final recommendation will be presented to either the DCI or yourself for final authorization to bring the FBI into the matter.

25X1

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OS 6 0951

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4. With a positive finding either the Director of security or one of his senior designees will then bring the FBI into the matter and be the established Agency focal point.

25X1



William F. Donnelly

25X1

 DD/PS:laj (19 August 86)

Distribution:

Orig - Adse

1 - ER

2 - DDA

2 - D/S

1 - DD/PS

1 - OS Reg

SECRET

22 AUG 1986

MEMORANDUM FOR: Acting Director of Central Intelligence

FROM: William F. Donnelly  
Deputy Director for Administration

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Involving Agency Employees

REFERENCE: ER 86-3540, same subject, from DCI, dtd  
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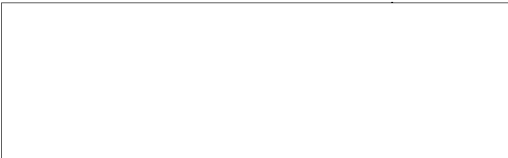
25X1


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SECRET

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William F. Donnelly

25X1  /DD/PS:laj (19 August 86)

Distribution:

Orig - Adse

1 - ER

✓2 - DDA

2 - D/S

1 - DD/PS

1 - OS Reg

SECRET

REFERENCE

ROUTING AND TRANSMITTAL SLIP		Date	
		6 AUGUST 1986	
TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1.	ADDA	<i>AA</i>	16 AUG 1986
2.	DDA		
3.	MS/DA		
4.	DDA REGISTRY		
5.			
Action	File	Note and Return	
Approval	For Clearance	Per Conversation	
As Requested	For Correction	Prepare Reply	
Circulate	For Your Information	See Me	
Comment	Investigate	Signature	
Coordination	Justify		
REMARKS			

cc: DIRECTOR OF PERSONNEL } One ME 8/6/86  
 DIRECTOR OF SECURITY }

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

5041-102

\* U.S.G.P.O.: 1983-421-529/320

OPTIONAL FORM 41 (Rev. 7-76)  
 Prescribed by GSA  
 FPMR (41 CFR) 101-11.206





5 August 1986

MEMORANDUM FOR: Deputy Director of Central Intelligence  
Executive Director  
Deputy Director for Administration ✓  
Deputy Director for Intelligence  
Deputy Director for Operations  
Deputy Director for Science & Technology  
Inspector General  
General Counsel

FROM: Director of Central Intelligence

SUBJECT: Coordination with FBI re CI Concerns Involving  
Agency Employees

1. In the wake of the Howard affair, the IG recommended, and I signed, a recommendation designed to ensure that the Director of Security has full knowledge of all employee suitability cases and is specifically charged with maintaining coordination with the FBI as required. The exact language of the recommendation as eventually agreed was as follows:

"The Director of Security is responsible for investigating all matters of security and/or counterintelligence concern involving CIA employees. He is the officer specifically charged with responsibility for informing the FBI of such matters as appropriate. Heads of career services and independent offices are required to inform the Director of Security immediately upon receipt of any information concerning an Agency employee which has CI or security implications. The Director of Personnel will share with the Director of Security all information available involving employee suitability."

2. Although not specifically stated at the time, it was our intent that the Office of Security would be fully in charge of Agency dealings with the FBI on any case of possible counterintelligence interest involving an Agency employee. This provision was intended to ensure that in speaking to the Bureau, we spoke with one voice after all relevant internal views had been considered. Moreover, on further reflection, it is clear that the decision to notify the FBI concerning possible counterintelligence concern about an Agency employee is of sufficient importance that it should always be made either by the DDCI or by me, or by the Executive Director if neither of us were available.

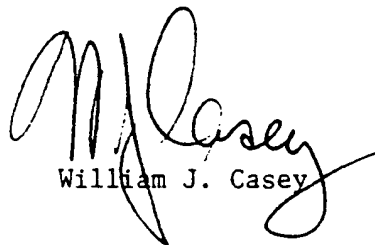
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3. In making this decision, we will expect to consult with and hear from the Director of Security, the Chief, Counterintelligence Staff, and the involved Deputy Director and office director/division chief.

4. After a decision is reached, all further communication between Agency line components and the FBI on the specific issues under review will be coordinated with the Director of Security.

5. Please ensure that this memorandum gets full distribution to components within your Directorate.

  
William J. Casey